



Official Record Index

Item No.	Description	Date Entered into Record
1.	Request/approval to study for discontinuance	04/01/2011
2.	Notice (if appropriate) to Headquarters of suspension	N/A
3.	Notice (if appropriate) to customers/district personnel of suspension	N/A
4.	Highway map with community highlighted	03/17/2011
5.	Eviction notice (if appropriate)	N/A
6.	Building inspection report & photos of building deficiencies	N/A
7.	Post Office and community photos	03/27/2011
8.	Form 150, <i>Postmaster Workload Information</i>	04/01/2011
9.	Worksheet for calculating work service credit	04/01/2011
10.	Window transaction record	04/18/2011
11.	Record of incoming mail	04/18/2011
12.	Record of dispatched mail	04/19/2011
13.	Administrative postmaster/OIC comments	04/08/2011
14.	Inspection Service/local law enforcement vandalism reports	04/01/2011
15.	Post Office fact sheet	04/29/2011
16.	Community fact sheet	04/29/2011
17.	Alternate service options/cost analysis	04/29/2011
18.	Form 4920, <i>Post Office Closing or Consolidation Proposal—Fact Sheet</i> (with past three fiscal years of total revenue and revenue units)	05/05/2011
19.	Analysis of investigative findings/recommendations	N/A
20.	Questionnaire instruction letter to postmaster/OIC	05/05/2011
21.	Cover letter, questionnaire, and enclosures	05/05/2011
22.	Returned customer questionnaires & PO response letters	06/27/2011
23.	Analysis of questionnaires	07/11/2011



Item No.	Description	Date Entered into Record
24.	Community meeting roster	06/08/2011
25.	Community meeting analysis	06/08/2011
26.	Community meeting letter	N/A
27.	Petition and Postal Service response letter (if appropriate)	N/A
28.	Congressional inquiry and Postal Service response letter	06/13/2011
28a.	Additional customer input	06/15/2011
29.	Proposal checklist	06/28/2011
30.	District notification to Government Affairs	06/20/2011
31.	Instructions to postmaster/OIC to post proposal	06/28/2011
32.	Invitation for comments exhibit	07/07/2011
33.	Proposal exhibit	07/07/2011
34.	Comment form exhibit	07/07/2011
35.	Instructions for postmaster/OIC to remove proposal	09/02/2011
36.	Round-date stamped proposals & invitations for comments	10/04/2011
37.	Notification of taking proposal & comments under consideration	09/07/2011
38.	Customer comments and Postal Service response letters	08/15/2011
39.	Premature PRC appeal & Postal Service response letter	N/A
40.	Analysis of comments	10/04/2011
41.	Revised proposal (if appropriate)	N/A
42.	Updated Form 4920 (if appropriate)	N/A
43.	Certification of record	10/04/2011
44.	Log of Post Office discontinuance actions	10/04/2011
45.	Transmittal to Vice President, delivery and retail, from district manager, customer service and sales	10/05/2011
46.	Headquarters' acknowledgment of receipt of record	10/05/2011
47.	Final determination transmittal letter from Headquarters	10/11/2011



UNITED STATES
POSTAL SERVICE

Item No.	Description	Date Entered into Record
48.	Instruction letter to postmaster/OIC on posting	10/17/2011
49.	Round-date stamped final determination cover sheets	11/18/2011

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Date of Posting: 10/17/2011

Date of Removal: 11/18/2011



FINAL DETERMINATION TO CLOSE
THE ANDOVER, IL POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE

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DOCKET NUMBER 1353053 - 61233